

Subject: Reminders
From: Taneda Larios
Date: 02/04/2016 08:09 AM
To: Blair Besten
CC: Rick Scott <rick.scott@lacity.org>, Eugene Van Cise <eugene.vancise@lacity.org>

Just a reminder to please submit your 4th quarter report and newsletter it was due on 1/31/16.

On another note, I will be promoting to another department within in the City. Effective tomorrow, Friday, February 5, 2016. I will be sending out an email shortly regarding who your contact will be.

If you have any questions, please feel free to contact me.

Thanks.

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